

PARENT HANDBOOK

PARENT/GUARDIAN COMMUNICATION - See Rule #370

The Center shall have an organized system of communicating with parent(s)/guardian(s) in a respectful manner that incorporates the use of a written policy regarding parent(s)/guardian(s) communication including strategies to ensure parent(s)/guardian(s) involvement in the Center. The written policy (handbook) shall include the following information:

| Check | Section Titles and Information | Rule #370 & Corresponding Rules |
|--------------------------|---|--|
| <input type="checkbox"/> | Governing Body | |
| <input type="checkbox"/> | Identity | Rule #121 |
| <input type="checkbox"/> | Child Abuse and Neglect | |
| <input type="checkbox"/> | Mandatory reporting | Rules #143 – 145 |
| <input type="checkbox"/> | Physical Environment and Safety | |
| <input type="checkbox"/> | Safety and sanitation policies | Rules #197-296 |
| <input type="checkbox"/> | Transportation policy, if applicable | Rule #299 |
| <input type="checkbox"/> | Health Care Plan | |
| <input type="checkbox"/> | Routine and emergency including health exclusions | Rules #314–321, 325-326 (also see 230) |
| <input type="checkbox"/> | Outbreak of a communicable disease | Rules #322-324 |
| <input type="checkbox"/> | Administration of Medication | Rules #327-336 |
| <input type="checkbox"/> | Child accident and injury | Rule #337 |
| <input type="checkbox"/> | Food and Nutrition | |
| <input type="checkbox"/> | Food service policy | Rule #339 |
| <input type="checkbox"/> | Positive Behavior Management | |
| <input type="checkbox"/> | Positive behavior management policy | Rule #361 |
| <input type="checkbox"/> | Enrollment | |
| <input type="checkbox"/> | Review of current licensing rules, and compliant procedures | Rule #365 |
| <input type="checkbox"/> | Preferences, goals, or concerns – development and learning | Rule #367 |
| <input type="checkbox"/> | Parent/Guardian Communication | |
| <input type="checkbox"/> | Monitoring/visiting | Rule #372 |
| <input type="checkbox"/> | Program Goals and Planning | |
| <input type="checkbox"/> | Developmental and educational goals for all children | Rule #374-375, 380-384 |
| <input type="checkbox"/> | Parent/guardian involvement | Rule #376 |
| <input type="checkbox"/> | Typical overall daily schedule | Rule #378-379 |
| <input type="checkbox"/> | Documenting Children's Progress | |
| <input type="checkbox"/> | Child's assessment and needs – conferences and referrals | Rule #385-386 |
| <input type="checkbox"/> | Program for Infants/Program for Toddlers | |
| <input type="checkbox"/> | Individual plans, daily records (infants) and interactions | Rules #392–393, 395-396 |
| <input type="checkbox"/> | Program for Preschool-Age Children | |
| <input type="checkbox"/> | Interactions | Rule #397 |
| <input type="checkbox"/> | Program for School-Age Children | |
| <input type="checkbox"/> | Interactions | Rule #400 |
| <input type="checkbox"/> | Release of Children | |
| <input type="checkbox"/> | Release of children policy | Rule #412 |

STAFF MEMBER HANDBOOK

PERSONNEL POLICIES - See Rule #131

A licensee shall have written personnel policies and practices and make them available to all staff and prospective staff. The written policy (handbook) shall include the following information:

| Check | Section Titles and Information | Rule #131 & Corresponding Rules |
|-------|------------------------------------|---------------------------------|
| | Records | Rules #126 |
| | Personnel Policies | Rules #131-141 |
| | Health Requirements | Rules #142 |
| | Child Abuse and Neglect | Rules #143-145 |
| | Staff Qualifications | Rules #149-165 |
| | Staffing | Rules #166-170 |
| | Direct Child Care Duties | Rule #171 |
| | Substitute and Volunteer Staff | Rules #172-175 |
| | Orientation | Rule #176 |
| | Annual Training | Rule #177 |
| | Annual Professional Development | Rules #179-180 |
| | Number of Staff | Rules #185-194 |
| | Staff Communication | Rule #195 |
| | Sanitation | Rules #240-242 |
| | Handwashing | Rule #243 |
| | Standard Precautions | Rule #244 |
| | Diapering | Rules #245-248 |
| | Food Safety | Rules #251-257 |
| | Emergency Planning | Rules #276-278 |
| | Firearms | Rule #279 |
| | First Aid Kits | Rule #281-282 |
| | Telephones | Rules #284-286 |
| | Transportation | Rules #297-309 |
| | Field Trips | Rules #310-313 |
| | Health Care Plan | Rules #315 |
| | Health Observation on Arrival | Rules #319 |
| | Health Exclusions | Rules #320-326 |
| | Administration of Medication | Rules #327-336 |
| | Child Accident and Injury | Rule #337 |
| | Adult Health | Rule #338 |
| | Food and Nutrition | Rules #339-360 |
| | Positive Behavior Management | Rules #362-363 |
| | Transitions | Rules #368-369 |
| | Parents/Guardians Communication | Rule #370 |
| | Program Goals and Planning | Rules #374-386 |
| | Documenting Children's Progress | Rules #385-386 |
| | Infant and Toddler Care | Rules #387-391 |
| | Program for Infants | Rules #392-394 |
| | Program for Toddlers | Rules #395-396 |
| | Program for Preschool-Age Children | Rule #397 |
| | Care of School-Age Children | Rules #398 |
| | Program for School-Age Children | Rule #400 |
| | Smoking Prohibited | Rule #411 |
| | Release of Children | Rules #412-415 |

